



3.16.23

AGENDA

PRE-BID CONFERENCE



BID NO. N32663 – PURCHASE OF FABRICATED FIBERGLASS WITH INSTALLATION  
FOR HOUSTON PUBLIC WORKS

- |                                   |  |
|-----------------------------------|--|
| 1. FORMAL INTRODUCTION            | CATHERINE SCOTT<br>SENIOR PROCUREMENT SPECIALIST |
| 2. ITB OVERVIEW                   | CATHERINE SCOTT                                  |
| 3. PROJECT SCOPE & OVERVIEW       | HPW – SME(s)                                     |
| 4. OFFICE OF BUSINESS OPPORTUNITY | APPOINTEE  |
| 5. CITY OF HOUSTON E-BID WEBSITE  | CATHERINE SCOTT                                  |
| 6. QUESTIONS & ANSWERS            | OPEN FORUM                                       |

## 2. ITB Overview

The contractor will need to provide labor, materials, equipment, transportation, tools, supervision, and permits necessary to provide fabricated fiberglass with the installation to various WWTP locations for Houston Public Works.

**Solicitation due date: March 30, 2022 by 10:30 A.M.**



Requests for additional information and questions due date: **March 24, 2022 by 4:00 p.m.** must be received electronically and directed to:

*Catherine.Scott2@houstontx.gov*

### **ADDITIONAL INFORMATION AND SPECIFICATION CHANGES:**

Responses to questions received from potential Bidder(s) and any changes to specifications shall be confirmed in writing by Letter(s) of Clarification and will be posted under the solicitation file, prior to the bid due date.

## BID PACKAGE REQUIREMENTS

***In addition to the Electronic Bid Form the below items must be completed and submitted with the Bid.***

- Ownership Information Form (formerly the Affidavit of Ownership)
- Fair Campaign Ordinance Form

***If the vendor is awarded we will request the below additional forms:***

- Certificate of Insurance
- Drug Forms
- EEOC Forms
- Equipment Inspection & Receiver Form
- Formal Instructions for Bid Terms
- Sample Insurance Endorsements

### 3. PROJECT SCOPE AND OVERVIEW

(HPW)

4. OFFICE OF BUSINESS OPPORTUNITY

(APPOINTEE)

5. CITY OF HOUSTON E-BID WEBSITE

<http://purchasing.houstontx.gov>

CITY OF HOUSTON STRATEGIC PROCUREMENT DIVISION

Please make a selection from the menu below

<b>Guide to Doing Business with the City &amp; FAQs</b>	<b>New Users</b> Creat New Acct. User Name / PW	<b>Existing User</b> Register, Log In, or Search
<b>Supplier Resources and Procurement</b>	<b>All About</b> Formal Bids and RFPs	<b>Search Bids,</b> RFPs, Tabs, Pre- Bid Schedules
<b>Forms</b> Business, Pay or Play, Hiring, Etc.	<b>Office of Business Opportunity</b>	<b>Strategic Procurement</b> Buyer Groups
<b>Purchasing Terms and Conditions</b>	<b>State of Texas</b> Bid Law	

CONTACT US

Finance Department  
Strategic Procurement Division  
City Hall Building  
901 Bagby St. Concourse Level  
Houston, TX 77002

Email: [spdwebmaster@houstontx.gov](mailto:spdwebmaster@houstontx.gov)

STRATEGIC PROCUREMENT LINKS

- SPD Home Page
- Chief Procurement Officer
- Existing Suppliers Login
- FY17 Procurement Plan (.pdf)
- NIGP Code Search
- Overview of Bid and RFP Processes
- Records Management
- Employee Directory
- Citywide DPU (Departmental Purchasing Unit) Con
- Site Search
- Site Map

Strategic Procurement Division

Division Links

- Online Services
  - Existing Supplier Logon
  - Validate Your Supplier Profile
  - Update Your Supplier Profile
  - Supplier & Material Search
  - New Supplier Registration
  - Supplier Help
  - Restricted Access to City Employees
- Bids/RFPs Services
  - Formal Bids & RFPs
  - Search for Bids/RFPs & Tabulations
  - Solicitation Forms & Attachments
  - Pre-Bid Conference Schedule
- Purchasing Links
  - Purchasing Catalog
  - MWDBE Directory Listing
  - NIGP Living Code
  - Site Search
  - Site Map
- Doing Business with the City
  - Supplier Registration
  - Bid Advertisement
  - Online Bids/RFPs
  - Solicitation Types



The City of Houston, Strategic Purchasing Division, can only accept bids from registered suppliers who have completed the online supplier registration form, submitted a signed IRS W-9 and received a valid supplier ID from our system. We encourage you to complete all the steps required to receive a valid supplier ID for your business and we are looking forward to your online bid. All non-registered vendors must create a website account with username and password. Click here to register.

- [View Projected Procurement Opportunities](#)
- [Current Formal Bids & RFPs](#)
- [View the Pre-Bid and Pre-Proposal Conference Schedules](#)
- [Download any Solicitation Forms and Attachments](#)
- [Access the Glossary of Terms](#)
- [Online Bidding Info](#)
- [Construction Bids Over \\$500,000 \(Public Works & Engineering\)](#)



## Search for Bids, RFPs & Tabulations

Status:

Keywords:

Search Type:

SHOWS ALL OPEN SOLICITATIONS

CLICK ON BID DESCRIPTION

**Sealed Bids**

BID NO.	BID MENU	BID DESCRIPTION / DOCUMENTS	DEPARTMENT	DATE DUE	BUYER EMAIL	Number of Hits
L29376	Bid Menu	ASPHALTIC PAVEMENT REPAIR SERVICES	Public Works	6/11/2020	Sue.Arredondo@houston.tx.gov	15
S29222	Bid Menu	Flexible Base Materials	Public Works	5/28/2020	adeola.otukoya@houston.tx.gov	22
N29185	Bid Menu	Furnish and Install Electric Actuators	Public Works	6/11/2020	lauraa.guthrie@houston.tx.gov	49
L29384	Bid Menu	Ground Maintenance and Landscaping Services for the Various Department	ARA, Fire, Fleet, General Services, Health, Parks, Police, Public Works	5/28/2020	katie.moore@houston.tx.gov	59
S29248	Bid Menu	Landscape, Plants, Trees, Grass and Associated Landscape Materials	Airport, Parks	6/4/2020	gabriel.carey@houston.tx.gov	30
L29413	Bid Menu	Maintenance and Repairs of Fuel Dispensers and Automated Network Services	Finance	6/4/2020	eloise.gonzalez@houston.tx.gov	18
S29038	Bid Menu	Miscellaneous Two-Way Radios, Replacement Parts and Accessories	ARA, Airport, Health, IT, Parks, Public Works	5/29/2020	shirley.johnson@houston.tx.gov	36
S29381	Bid Menu	Rosenbauer Replacement Parts & Repair Services	Fleet	5/28/2020	ezechukwu.iwundu@houston.tx.gov	33
L29267	Bid Menu	Truck-Mounted Crane Rental Services	Public Works	7/25/2020	Catherine.Scott2@houston.tx.gov	0
S29403	Bid Menu	Washer Extractors	Fire	6/4/2020	MARY.SMITH@HOUSTONTX.GOV	20



## Solicitation Files

The following documents are for Solicitation **L29267** :

Buyer Email: [Catherine.Scott2@houstontx.gov](mailto:Catherine.Scott2@houstontx.gov)


**0 Suppliers have downloaded this bid.**


DATE	SIZE	DOCUMENT/FOLDER
5/22/2020 8:36:58 AM	1,679KB	L29267 Invitation to Bid.pdf

[View Interested Suppliers](#)

**Please remember that it is still a City policy that a sealed, signed bid be submitted to the City Secretary by the due date. After you submit your bid online, please PRINT and SIGN and SUBMIT to the City Secretary.**  
[More details...](#)

**SUPPLIER SERVICES**

 **SUPPLIER LOGIN**  
Place online bids! Update your profile or password.

 **SUPPLIER HELP**  
For help with registration, online bidding, and more.

## Place Bid

### Bid General Information

Please remember that it is still a City policy that a sealed, signed bid be submitted to the City Secretary by the due date. AFTER you submit your bid online, please use the "Print Official Bid Form & Signature Page" link to PRINT and SIGN and SUBMIT to the City Secretary. [More details...](#)

NOTE: DO NOT print THIS page. Print the Official Bid Form instead after you submit your bid to the City via the submit button at the bottom of the page. To bid, you must use Microsoft Internet Explorer Version 7.0 or Higher.

TAKES YOU TO THE BID DOCUMENT THAT PROVIDES GENERAL INFORMATION AND LINE ITEMS.

#### Bid Items

If the City will accept an equivalent bid item, an extra line will be displayed allowing you to enter the description and quantity of the proposed equivalent item.

**Note: The Line Total column will be calculated automatically when you click the Save button, below.**  
**YR-1: 30-Ton, Truck-Mounted Crane With Operator**

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Line Total
1		Yr. 1: 30-Ton Truck Mounted Crane Rental Services With Operator; Regular Time	Hours	25	\$ 0.00	\$0.00
					No Bid: <input type="checkbox"/>	
					No Charge: <input type="checkbox"/>	
2		Yr. 1: 30-Ton Truck Mounted Crane Rental Services With Operator; Overtime	Hours	25	\$ 0.00	\$0.00
					No Bid: <input type="checkbox"/>	
					No Charge: <input type="checkbox"/>	
3		Yr. 1: 30-Ton Truck Mounted Crane Rental Services With Operator; Saturdays, Sundays or Holidays	Hour	25	\$ 0.00	\$0.00
					No Bid: <input type="checkbox"/>	
					No Charge: <input type="checkbox"/>	

Group Total: \$0.00

**NOTE: LINE ITEMS CAN NOT BE LEFT BLANK. EACH LINE ITEM MUST HAVE EITHER A NUMERIC VALUE, OR NO BID, OR NO CHARGE.**

## Last Page of Bid

### Additional Required Forms to be Included with this Bid:

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:

Table 1
<a href="#">Ownership Information Form</a>
<a href="#">MWBE</a>
<a href="#">Conflict_of_Interest_Questionnaire</a>
<a href="#">PoP1a_Acknowledgment_Form</a>
<a href="#">PoP2_Certificate_of_Agreement</a>
<a href="#">References Form</a>

Table 2 may list other documents and/or forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will specify which documents and/or forms be completed and submitted to the City by the successful bidder:

Table 2
<a href="#">Drug_Forms</a>
<a href="#">Certificate_of_Insurance</a>
<a href="#">Formal_Instructions_for_Bid_Terms</a>
<a href="#">EEOC</a>
<a href="#">PoP1_Requirements</a>
<a href="#">PoP3_List_of_Participating_Contractors</a>
<a href="#">PoP4_Contractor_Subcontractor_Waiver_Request</a>
<a href="#">PoP5_Contractor_Subcontractor_Reporting_Form</a>
<a href="#">Sample_Insurance_Endorsements</a>

**If you elect not to participate in the aforementioned project, please submit the <No Bid Sheet> to the Buyer by the due date for the receipt of the solicitation.**

### Document Upload:

Click the Browse button below to select the document from your local drive. Then click the Add Document button to upload and attach the document to your online bid.

Currently Uploaded Documents:

Select this button to save and edit your Bid at a later date. If you forget to submit your bid electronically, you will receive an e-mail reminder seventy-two (72) and forty-eight (48) hours prior to the closing date of the solicitation.

Select this button to save your response and to submit it electronically to the City of Houston. The next page will allow you to print your Bid Form.

Select this button to WITHDRAW your bid. This will delete any information you have already entered.



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## QUESTIONS & ANSWERS

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## REMINDER!

For questions and answers to be a part of this official ITB process, they must be in writing and electronically submitted to the Strategic Procurement Division's designated Representative, Catherine Scott via email to [Catherine.Scott2@houstontx.gov](mailto:Catherine.Scott2@houstontx.gov), no later than **4:00 p.m. on Friday March 24, 2023.**

Responses to official questions will be posted under the solicitation file as a Letter(s) of Clarification prior to the ITB due date.